



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

INFORMATION TECHNOLOGY SUPERVISOR

JOB SUMMARY

Under the supervision of the Director of Technology and Information Services and has supervisory responsibility for the Information Technology technicians; plans, organizes, supervises, and evaluates technical services for the District Office and school sites; evaluates Information Technology personnel; perform skilled work with the installation, repair and maintenance of various computer equipment and peripherals; troubleshoot and perform timely repair of computer systems; assist users in resolving technical problems; and perform other related work as may be required.

ESSENTIAL FUNCTIONS

- Supervises technology staff by determining workloads and schedules, develops, interprets and implements policies and procedures;
- Plans, processes, prioritizes and issues work orders to the appropriate personnel to ensure continual safe and efficient operations;
- Ensure that staff are properly trained on complex technical activities and are following standard operating procedures;
- Promotes team involvement and participation in achieving departmental goals and objectives;
- Supervise daily activity of Information Technology technicians;
- Answers questions, researches laws and makes appropriate recommendations;
- Ensures that in-service training, safety training and proper safety practices are followed;
- Provides input and performs evaluation of assigned staff;
- Assures personnel hours and service expectations are adhered to;
- Maintain District wide computer inventory;
- Attend meetings to assist with low voltage infrastructure as it relates to technology;
- Ability to diagnose, repair and provide maintenance for a variety of computers and peripheral equipment;
- Compiles, composes and gathers statistical and other reports;
- Attends and/or coordinates meetings as required;
- Prepares memorandums and correspondents in a professional manner;
- Serve as a resource to administrators, teachers and staff;
- Other supervision duties as assigned.

KNOWLEDGE OF

- Principles of administration, supervision, management, training, safety and security;
- Principles of budgeting, costs analysis and reporting;
- Knowledge of methodologies, practices, and equipment used in all areas of technology;
- Knowledge of enterprise network;
- Knowledge or the ability to gain extensive and thorough knowledge of departmental software;

- Ability to work cooperatively;
- Bargaining Unit Contract;
- Principles and practices of providing leadership to others;
- Effective communication
- Effective organization skills and data collection processes;
- Providing leadership and positively encourage assigned staff to perform at a high level;
- State, local and federal laws, rules and regulations related to the K-12 technology.

ABILITY TO

- Demonstrate efficient communication and interpersonal skills;
- Demonstrate the ability to generate reports and documentations;
- Efficiently maintain and repair computer equipment and systems;
- Organize and follow work schedules
- Understand and carry out oral and written directions;
- Work effectively despite frequent interruptions;
- Establish and maintain an effective working relationship with all staff
- Analyze situations accurately and make appropriate decisions;
- Prioritize daily responsibilities, duties and tasks;
- Demonstrate skills in planning, supervising and evaluating the work performance of others;
- Effectively communicate verbally and in writing;
- Plan, organize and meet work schedules and time lines;
- Work independently and make autonomous decisions,
- Plan and organize tasks, meet deadlines, set priorities and monitor progress;
- Work with minimal supervision;
- Train, supervise and evaluate the work of a large workforce;
- Recommend, interpret, and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE

- Minimum high school diploma or GED;
- Experience in supervisions of others and/or College level education in supervision and related fields in technology;
- Experience in the K-12 technology and/or education in a related field.
- Three (3) or more years of general computer maintenance, installation and repair work experience required. MSCE and/or CNE certification desirable, but not required;
- An Associate degree or Certificate of Completion from an approved trade School in computer repair or closely related fields may substitute for one year of the required experience

REQUIRED LICENSES

Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

HEALTH/PHYSICAL ABILITIES

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job functions.

PHYSICAL DEMANDS

Reach, bend, stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 50 pounds (infrequently); ability to carry

on normal speech and hearing activities; physical dexterity in limbs and digits to operate hand and power driven tools and equipment commonly used in the electronics field.

WORKING CONDITIONS

Work outdoors and indoors. Exposure to: seasonal outdoor temperatures 38°-110°, dust, wind and sun, traffic and fuel odors; driving to various district sites.

EMPLOYMENT STATUS: Classified Management Position.

June 2014